

Date: October 17, 2001

To: Local Emergency Managers

From: Douglas C. Friez, North Dakota Homeland Security Coordinator

Topic: Homeland Security Information

The United States is under attack by individuals that want to change our way of life. There are actions local governments and first responders must take. These fall under four main categories: Evaluate, Mitigate, Plan and communicate, and Respond. If these are done properly, terrorist actions will be prevented or minimized. Lives will be saved and property will be protected.

1. The first action we must take is evaluate our local jurisdiction and situation. Considerations for evaluation of the situation are:

- ? List and evaluate the risks we face.
- ? Review vulnerable targets listed in the County Multi-Hazard Mitigation Plan and DOJ Assessment. These may include:
 - ? Economic centers – banking,
 - ? Entertainment centers – events, schools, gambling,
 - ? Utilities – electric distribution or generation, water plants, intakes, telecommunications (cyber-terrorism), gas lines, or pipelines, generators
 - ? Transportation Systems – air systems public and private, bridges, tunnels, rail lines
 - ? Commercial/Industrial Targets – chemical warehouses, refineries, animal processing plants
 - ? Government Centers (especially courthouse and Federal buildings)
 - ? Understand your vulnerability. Does your jurisdiction have :
 - ? Remote facilities,
 - ? High visibility targets (government centers, critical transportation facilities, chemical plants or warehouses, historical sites, symbolic sites or tourist attractions)
 - ? Targets that attract large crowds
 - ? Know Your Potential Threat Element
 - ? Identify groups in your community with a cause (domestic threats – gangs, animal rights, abortion groups, tax groups, white supremacists)
 - ? Transient groups that will come in to do you harm (international, transnational, cyber-terrorism, organized crime)

2. Determine how we can mitigate or prevent terrorist actions from occurring. There are several things we can do to stop terrorism before it happens. They are:

- ? Establish physical security by limiting access to critical facilities by identification checks at facility entrance, fencing, patrols, lock doors, monitoring systems, having a point of contact at building entrances.
- ? Have a checklist for fire, armed incident response, bomb threat or other identified risks located at each telephone.
- ? Engage unknown visitors in conversation to establish reason for being there, provide escorts, use this as a customer service tool.
- ? Be Aware of your surroundings, establish escape routes, establish suspicious package procedures, and be aware of personnel and vehicle traffic.
- ? Secure key utilities such as water and sewer systems. Lock access and conduct site patrols.

3. Planning and communication is a vital activity we must all engage in. Local government officials and first responders must use communication tools effectively to update emergency operations plans and establish standard operating procedures.

- ? Engage local emergency operations plan functional and task coordinators in planning meetings to ensure all aspects of terrorism are addressed in the plan. Talk Homeland Security!
- ? Meet with schools; day care providers; universities; managers of public gathering facilities i.e. libraries, community centers, sports facilities, and others; to help them with facility plan development.
- ? Conduct a local information campaign with a consistent message. Use the “one voice” concept.
- ? No one can be an expert in every aspect of Homeland Security. Rely upon the agencies in your local government that are subject matter experts or know where to get the necessary information. Remember to stay in your lane.

4. If a terrorism event occurs in your community you must respond in a prudent and timely manner.

- ? Understand your response capability. Your training level, (Awareness, Operations, or Technician) and your equipment determines your response capability.
- ? Don’t respond beyond your capability. A jurisdiction with limited resources (training and equipment) may have to establish a defensive perimeter to secure the scene until help arrives.
- ? Know when to call to request outside resources.

Governor Hoeven conducted a news conference on October 16, 2001. In this news conference the Highway Patrol, State Health Department, and myself gave important information on mail and anthrax. Please ensure your local news media has copies of the news releases distributed at this news conference. Copies are attached to this memo.

We have an awesome task ahead of us. Protecting the lives and health of our citizens. Your cooperation on carrying out these measures is necessary. If you have any questions, direct them to your local programs coordinator.